

NOTICE

There is a job vacancy in the **BAY COUNTY ENVIRONMENTAL AFFAIRS DEPARTMENT.**

JOB TITLE: Bay County Transportation Planning Division Manager

PAY GRADE: \$53,601.60 annually, entry, progressing to
\$63,481.60 annually after 3 years (PB-09)

This full-time position with benefits is included in the B.C.A.M.P.S. unit, although membership in the union is voluntary.

GENERAL SUMMARY

This is a full-time position involving the management and supervision of the Bay City Area Transportation Study (BCATS). This individual reports to the Director of Environmental Affairs and Community Development and is considered the primary professional staff to the Policy Committee of BCATS. The BCATS Policy Committee makes all final decisions regarding transportation planning programs, policies, and recommendations in the Bay City, Michigan Urbanized Area. Duties involve program and project management that meets the requirements of applicable federal (title 23 and 49, U.S.C.) and state transportation planning regulations.

TYPICAL DUTIES:

1. Develops transportation planning programs and projects, develops work tasks and activities with staff, and supervises fulfillment of work program objectives.
2. Prepares and executes program budgets including staff allocation and line item expenditures.
3. Coordinates programs with local, state, and federal officials, including oversight and preparation, submittal and execution of all program grants and contracts. Fosters partnerships and intergovernmental cooperation with all agencies.
4. Supervises, provides guidance for, and participates in studies, plans, reports, technical assistance, policy development, and other planning processes or projects.
5. Directs distribution, purchase, and replacement of necessary equipment, software applications, and supplies to accomplish objectives.
6. Develops and executes all plans and activities as adopted and directed by the BCATS Policy Committee.
7. Represents BCATS at various meetings, conferences, public forums, etc., and makes presentations as appropriate. Evaluates and updates BCATS public participation plan.
8. Attends conferences, training sessions, association meetings, etc., to network and maintain knowledge in areas of transportation planning.
9. Work closely with BCATS Policy Committee by coordinating their activities, providing research as necessary, implementing their decisions and providing updates at their regular meetings. Act as Chairman of the BCATS Technical Committee and its sub-committees by coordinating their activities and providing research as necessary.
10. Will serve as a coordinator with the Bay County GIS Division staff for integrating transportation planning activities with GIS principles.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS:

1. Bachelor's degree in management or planning or related field, preferably with related background in urban transportation planning, urban geography, and urban economics.
2. Three to five years experience in transportation planning, coordinating Highway Performance Management System, Transportation Improvement Plans and Long Range Transportation Plan(s).
3. Demonstrated ability to communicate effectively, both verbally and in writing to a variety of audiences both technical and non-technical on a variety of subjects.
4. Demonstrated knowledge of the principles, practices, and procedures of transportation planning and program management for federally mandated transportation planning agencies, including funding requirements of state and federal agencies.
5. Demonstrated knowledge of GIS applications and specific software (ArcGIS) with a minimum of 2 years direct hands-on experience in GIS database management and operation.

PHYSICAL REQUIREMENTS:

This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to one third of the time. Valid operator's license required.

Make application online at www.baycounty-mi.gov or in person/via US mail at the Bay County Personnel Department, 515 Center Avenue, Bay City, MI 48708 no later than **4:00 p.m. Thursday, June 12, 2014.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County does not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, familial status, sexual orientation, or gender identity/expression."